

# Webinars

<b>Description</b>	<p>Webinar stands for 'web-based seminar' and is a presentation, a lecture, seminar or workshop which is accessed via the internet using video conferencing software which allows synchronous, interactive communication between participants. A webinar is often a one-off event or a short series of events.</p> <p>To ensure a smooth running webinar, it is good practice to have a co-presenter who can support the presenter or take over the session should there be any issues affecting the presenter. The co-presenter's skills reflect the skills of the main presenter.</p> <p>This checklist is designed to identify:</p> <ul style="list-style-type: none"><li>▪ The skills and resources presenters and co-presenters will need to present a webinar</li><li>▪ The skills and resources learners will need to participate in a webinar</li><li>▪ The resources that an organisation can provide to support this style of e-learning</li></ul>
<b>Examples</b>	<p>The Gippsland Connect Team use Skype for Business to present webinars. This tool allows sharing of desktops, power point presentations, instant messaging and file transfer. Links can be generated which allow access to meetings via web browsers so people do not need a Skype for Business account to participate in a webinar.</p> <p>Skype for Business <a href="http://www.skype.com/en/business/">http://www.skype.com/en/business/</a></p>
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## Presenter and Co-presenter Checklist – Webinars

As well as good organisational and presentation skills, to deliver a presentation using web conferencing software you will need additional skills and equipment.

Use this list to identify skills and resources you will need to deliver a webinar.

E Skills	Yes	No	Not Sure
I am familiar with the available video conferencing software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can establish group rules for communication in a webinar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can utilise features such as sharing my desktop or conducting polls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can adjust the audio settings on my computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have a headset with microphone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have access to fast and reliable internet connection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have up-to-date internet security software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can trouble shoot audio, visual and connection problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understand and can compensate for delays in transmission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have knowledge of Java and up-to-date it regularly (depending on platform)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can collaborate online with a co-presenter/moderator to develop session/course content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have access to online file sharing software such as Dropbox	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have strategies to engage learners in an online environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understand and apply netiquette	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can monitor text chat while presenting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have access to user manuals for software and hardware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know who to contact for technical support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Organisation Self-assessment Checklist - Webinars

Use this checklist to identify what resources are required to support learning through webinars.

E Skills	Yes	No	Not Sure
We have a fast and reliable Internet connection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have up-to-date internet security software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We can provide access to computers or laptops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We regularly maintain computers and laptops including updating software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We can provide students with headsets and microphones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have a smart TV/data show/interactive whiteboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have access to online video conferencing software such as Skype for Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have access to programs for online collaboration such as Skype and Dropbox	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have digital copies of resources to support each course such as Course Guides and course content handouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have digital copies of user manuals such as 'How to Guide' for the video conferencing platform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We can provide training in online presentations skills and video conferencing equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have access to timely technical support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Learner Self-assessment Checklist – Webinars

Webinar stands for ‘web-based seminar’ and is a presentation or course session which is accessed via the internet using video conferencing software.

This type of program allows you to talk to the presenter and to other participants and to interact using the text chat feature. The presenter may ask you to participate in polls or quizzes or join in other ways and they will give you clear instructions on how to do this.

This checklist is designed to help you identify what you need to know and what you will need to join a webinar.

If you need assistance with any of these, please contact:

<Name>

<Contact details>

E Skills	Yes	No	Not Sure
I have access to the internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have an email account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can save files sent to me by email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have a headset with microphone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can adjust the audio settings on my computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have instructions which show me how to access and use basic features of video conferencing software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know how to sign into the video conferencing program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know how to mute and unmute the microphone in the video conferencing program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understand the rules that apply when communicating online	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know how to use online text chat features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can download and save files from the internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can contact the presenter for assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Action Plan

Actions	Due Date	Completed
Action 1		
Action 2		
Action 3		
Action 4		
Reviewed By:		Date:

## Resources

### Video Conferencing Software

Video conferencing software allows communication through video and audio via an internet connection. This website provides an explanation of video conferencing software and its features.

What is web conferencing software?

<https://www.g2crowd.com/categories/web-conferencing>

There are many examples of video conferencing platforms. Most allow a free trial so that you can experience the different features they offer. Here are four examples:

#### Skype for Business

<http://www.skype.com/en/business/>

#### Adobe Connect

<http://www.adobe.com/au/products/adobeconnect.html>

#### Black Board Collaborate

<http://www.blackboard.com/platforms/collaborate/products/blackboard-collaborate/web-conferencing.aspx>

#### Wiz IQ

[https://www.wiziq.com/Virtual\\_Classroom.aspx](https://www.wiziq.com/Virtual_Classroom.aspx)

#### WebEx

<http://www.webex.com.au/overview/index.html>

### Presenting

Six Tips for New Presenters Adobe Connect Blog

Here are some tips to help you present via video conferencing software.

<http://blogs.adobe.com/adobeconnect/2013/12/six-tips-for-new-webinar-presenters.html>

### Managing Audio

Audio problems are common in webinars. Here are some tips to troubleshoot audio issues in webinars. This is useful for presenters and participants

<http://eworks.edu.au/blog/2015/04/web-conferencing-audio-issues-get-sorted/>

### Managing Bandwidth

Available bandwidth can affect the quality of audio and video during webinars. Features of video conferencing software use different amounts: For example: Text transfer uses minimal while video transfer requires high amounts. This information is available for the different video conferencing platforms.

For example: Skype for Business <https://technet.microsoft.com/en-au/library/gg425841.aspx>

Bandwidth can be monitored using specific software. Net meter is an example of a program which is free to download: <http://www.hootech.com/NetMeter/>

## Learners

These are some examples of resources that you may use to support learners.

### Join a Skype for Business Meeting

A tutorial on how to access a Skype for Business meeting.

<https://support.office.com/en-us/article/Join-a-Skype-for-Business-meeting-3862be6d-758a-4064-a016-67c0febf3cd5>

### Managing Audio

Audio problems are common in webinars. Here are some tips to troubleshoot audio issues in webinars.

<http://eworks.edu.au/blog/2015/04/web-conferencing-audio-issues-get-sorted/bv>

### No Sound in Windows

Identify and fix common sound problems in Microsoft Windows.

<http://windows.microsoft.com/en-au/windows/no-sound-help#no-sound=windows-8&v1h=win8tab1&v2h=win7tab1&v3h=winvistatab1&v4h=winxptab1>

### Set up Audio for Skype for Business

Tutorial that demonstrates how to access and set audio and video for a Skype meeting.

<https://support.office.com/en-my/article/Set-up-an-audio-device-for-Skype-for-Business-2533d929-9814-4349-8ae4-fca29246e2ff>

## Gippsland Connect Wiki

The checklists are available for download here:

<http://gippslandlearnandconnect.acfe.vic.edu.au/Gippsland+Connect-E+Skills+Matrix>